

SPEED POST / E-MAIL

Government of India
Ministry of Mines
Indian Bureau of Mines

No.A-28012/(2)/2017-18/Estt.A.

Nagpur, dated 19-03-2018

CIRCULAR

In continuation to this office Circular dated 15.05.2017, regarding submission of Annual Performance Assessment Reports (APARs), as uploaded in IBM website ibm.gov.in, it is to inform that the period for initiating of APARs for the year 2017-18 will be starting from 01.04.2018. Accordingly, the Self-Appraisal reports are required to be submitted by the officers / officials to be reported upon to the respective Reporting Officers by 15.04.2018. All such APARs will be reported by the respective Reporting Officer by 30.06.2018, and thereafter be reviewed by the respective Reviewing Officers by 31.07.2018. The APARs so reviewed will be disclosed to the officers / officials reported upon by 01.09.2018, and thereafter sent to the respective custodians of APARs as mentioned in the Circular, dated 15.05.2017 ibid.

In case, the Self- Appraisal Report is not received within the specified time i.e. upto 15.04.2018, the concerned Reporting Officers should take it upon himself to remind the officers/ official to be reported upon in writing, asking them to submit the Self-Appraisal Report within a reasonable time period, say one week from the date of issue of such reminder. Despite the reminder, if the officer / official fails to submit his Self-Appraisal Report, the Reporting Officer will obtain another blank APAR Form from the IBM website and suo-motu initiate to write the Report on the basis of his experience of his work and conduct of the officer / official to be reported upon. While doing so, he can also point out the failure of the officer / official reported upon to submit the report his /her self-appraisal report within the stipulated time. In pursuance, the concerned Reviewing Officer will review the APAR by the stipulated date i.e. 31.07.2018.

If the APAR is not reported by the Reporting Officer for any reason beyond 30.06.2018, he shall forfeit his right to enter any remarks in the APARs of the officers / officials to be reported upon and he shall submit all such APARs held by him to the Reviewing Officer on the next working day for review thereof by the stipulated date i.e. 31.07.2018. If Reviewing Officer fails to review the APARs by the stipulated date, he shall also forfeit his right to enter any remarks in the APARs beyond 31st August, 2018.

In view of above, all Group 'A' & 'B' officers and Group 'B'(NG) & 'C' officials are advised to obtain the blank APARs from the IBM website and submit their self-appraisal reports to the respective Reporting Officers by 15.04.2018.


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In this matter, all Divisional/Zonal/Regional/Sub-Regional/RMPL/Sectional Heads of IBM are also requested to ensure that the APARs of their subordinates are completed in all respects and sent to the respective custodians of APARs. They will also issue a certificate in the month of October, 2018 to the effect that the APARs of their subordinates have been completed in all respects, and sent to the concerned authorities accordingly within the stipulated time schedule attached with the Circular dated 15.05.2017 *ibid*. They will also bring to the notice of the Controller General, IBM, the names of those Group 'A' & 'B' Reporting Officers and Group 'A' Reviewing Officers, if any, who have failed to initiate/review the APARs even by 30.06.2018 or 31.08.2018, as the case may be, so that the proper explanation of such Reporting Officers / Reviewing Officers may be called for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification, a written warning for failure in completing the APARs will be placed in the APAR Folders of such defaulting officers concerned. Further, If faults found, if any, on the part of Reporting Officer/Reviewing Officer, the same will also be reflected in the future APARs of such defaulting officers.

In this context, it is also mentioned that in case any Reporting Officer / Reviewing Officer retires from service, all officers/officials, for whom, such officer may be reporting officer or reviewing officers, will submit their self-appraisal reports on the first day of retirement of the officer. Such retiring officer will report/review, as the case may be, the APARs within one month of retirement, and thereafter send the APARs to the concerned authority for further necessary action.

This issues with the approval of Controller General, IBM.


19/3/18
(CAPT. S. S. CHAUDHARY)
Chief Administrative Officer &
Head of Office

- To
- (1) All the Divisional/Zonal/Regional/Sub Regional/ RMPL/ Sectional Heads of IBM with the request to circulate among all officers/officials concerned working under their administrative control for information and necessary action.
 - (2) The SAO(NG)/AO(Gaz), IBM, Nagpur.
 - (3) PA(Conf) to CG, IBM, Nagpur.
 - (4) The OIC, TMIS, IBM, Nagpur for uploading this Circular in the IBM's website.